COLUMBIA COUNTY LAND DEVELOPMENT SERVICES -Courthouse - 230 Strand - St. Helens, OR 97051

Phone: (503) 397-1501 Fax: (503) 366-3902

STEPS TO FOLLOW FOR ACQUIRING PERMITS:

S:\FORMS\Permit Flow Chart.qpw Updated 6/6/19

| Step 1 | PLANNING Talk to a Planner regarding zoning and permitted uses. | Land Use Action? Land Use Fee Schedule | Land Use Action Approved | Go to Step 2 |
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| | zoning and ponniced door. | Approved Potable Water Supply | | |
| Step 2 | SEPTIC Apply for a scientific evaluation of your soil | Lot Evaluation On-Site Program Fee Schedule | Soil approved for specific type of septic system | Go to Step 3a |
| | Step 3a & 3b must be filed for at the | same time | | |
| Step 3 | a. Apply for a septic construction permit | Septic Permit On-Site Program Fee Schedule | Septic Permit Issued | Go to Step 3b |
| | b. Apply for building permit specific to your project(s) | Submit Plans for Review 2 sets of scaled drawings (3 sets-commercial) Plot Plan Building Program Fee Schedule | Plans Approved | Go to Step 4a & 4b |
| Step 4 | ROADS a. Apply with LDS or Public Works for Road Access Permit (Public Works: 503-397-5090) | Permit Issued Road Access Permit Information | Road Access Approved Submit sign-off by Public Works or Talk to Public Works about posting a deposit prior to obtaining a building final. Submit copy of receipt to LDS | Go to Step 5 |
| | b. FIRE DEPARTMENT If your driveway is over 150 feet, contact your local fire department to determine if your access is suitable for Fire Service equipment | Temporary Access Approved or Driveway Approved Submit sign-off by Fire Department | | Go to Step 5 |
| Step 5 | BUILDING PERMIT ISSUANCE County to issue building permit | Building Permit Issued Building Program Fee Schedule | System Development Charges may apply. School Excise Tax may apply. | Go to Step 6 |
| Step 6 | ELECTRICAL PERMIT Apply for Electrical Permit. Electrical permit must be taken out by either the owner or the electrical contractor doing the work. | Electrical Permit Issued Building Program Fee Schedule | Note: These approvals may be required prior to Planning Sign-Off. Otherwise, needed prior to building permit issuance. | |